

## EMPLOYMENT OPPORTUNITY

WITH

# BIG BROTHERS BIG SISTERS OF THE ITHACA YOUTH BUREAU



Big Brothers Big Sisters is a nationwide mentoring network devoted to matching youth in professionally supported, one-to-one friendships with safe, positive, adult mentors. In Ithaca, Big Brothers Big Sisters is part of the Ithaca Youth Bureau, a well-known, community resource for families that provides enriching experiences for youth throughout Tompkins County. Big Brothers Big Sisters is part of Ithaca's "My Brother's Keeper" mentoring initiative, devoted to matching youth and mentors of color, and the Ithaca Youth Bureau is a workplace devoted to diversity and inclusion for all staff and participants.

## DESCRIPTION OF THE POSITION

Big Brothers Big Sisters is hiring a part-time "Summer Activity Leader". This position is responsible for planning and implementing activities and short, local outings for small groups of youth on our waitlist, and for communicating with families who may want to enroll their children in our program.

## JOB DUTIES

- Planning and implementation of events and recreational activities for small groups of youth
- Ongoing communication with families via phone, text and email
- Safely transporting youth in agency cars and vans
- Note taking and documentation of experiences with youth
- Assisting with efforts in recruiting new youth and families to participate in Big Brothers Big Sisters

## REQUIRED QUALIFICATIONS

- Ability to commit to employment June 7, 2021—August 27, 2021 (Dates somewhat flexible)
- Ability to communicate effectively with people from a wide variety of backgrounds
- Flexible schedule with some availability on weekdays and weekends
- Valid driver's license and willingness to be trained in driving youth bureau vehicles
- All applicants must agree to a thorough, criminal background check

**HOURS:** 6-8 hours per week, schedule can be flexible

**SALARY:** \$16/hr

**HOW TO APPLY:** (Applications should be submitted no later than May 17, 2021)

- Visit [www.ithacayouthbureau.org/seasonal-employment.html](http://www.ithacayouthbureau.org/seasonal-employment.html)
- Click on "online hiring form" link and fill out application
- When filling out application, be sure to choose "BBBS Summer Activity Leader"

Email [jgibson@cityofithaca.org](mailto:jgibson@cityofithaca.org) for more info.  
We want you on our team! Apply today!

